



**Board of Nursing Home Administrators  
Minutes  
August 12, 2005  
Department of Health  
Point Plaza East  
Room 153  
310 Israel Rd SE  
Tumwater, WA 98501  
9:00 a.m.**

**Board Members Present:** Lennette Watson, Chair, NHA  
Linda Batch, Vice Chair, LPN  
Susan Quigley, NHA  
Daniel Murray, NHA  
Mary Ersek, RN  
Carol F. Hart, Public Member

**Assistant Attorney General:** Gail Yu, Assistant Attorney General

**Staff:** Paula R. Meyer, RN, MSN, Executive Director  
Kendra Pitzler, Program Manager  
Judy Young, Staff Attorney  
Janet McCaffrey, Program Assistant

**1. Opening—Lennette Watson, Chair - 9:05 am**

- Call to Order
- Introductions
- Order of Agenda
- Correspondence
  - Card from Donna El-Din
- Announcements
- Other

**2. Consent Agenda—DISCUSSION**

- Approval of August 12<sup>th</sup>, 2005 agenda
- Approval of May 6<sup>th</sup>, 2005 minutes
- Cancellation of August 24<sup>th</sup>, 2005 meeting

**Action** – A motion carried to approve all items on the consent agenda

**3. Program Manager Report – DISCUSSION**

- Budget
- Fee Reduction
- Goals and Objectives

**Action** – Add a possible newsletter to the business plan. NCQAC is currently working through a third party to develop a format. Other Boards and Commissions may be able to utilize the same service.

**5. Administrator in Training (AIT) Subcommittee – DISCUSSION**

- Report on June National Association of Boards (NAB) Conference – Linda Batch
  - The June NAB conference was held in Boston, MA. The primary highlight of the meeting was the introduction of a draft interstate endorsement agreement. This agreement will be reviewed by the subcommittee at a later date.
- New committee member to replace Keith Fauerso
  - Mary Ersek was nominated to replace Keith Fauerso on the AIT subcommittee.

## 6. Meeting Dates/Times/Places – DISCUSSION/ACTION

- November 18<sup>th</sup> meeting location  
**ACTION-** Meeting location has been changed to Bessie Burton Sullivan in Seattle. The meeting date has been changed to December 9, 2005 so as not to conflict with the NAB annual conference.
- New case disposition schedule  
**ACTION** - In light of recent resignations, the panels will be re-assigned and that information forwarded to all Board members.

## 7. New Items – DISCUSSION/ACTION

- Pharmacy Stakeholder Meeting – Report – Daniel Murray
  - New rules implemented by the Department of Ecology have eliminated the ability of nursing homes to dispose of controlled substances through the regular waste stream. The Board of Pharmacy conducted a meeting outlining three possible solutions.  
**ACTION** - Program staff will draft a letter to the Board of Pharmacy outlining their concerns and offering suggestions. This letter will be signed by Linda Batch, Vice-Chair and presented at the next meeting in December.
- Department of Social and Health Services (DSHS) Rules – WAC 388-97-160(4) - Kendra
  - Under this DSHS rule, nursing homes temporarily without an administrator may operate up to four continuous weeks under a responsible individual authorized by DSHS to act as nursing home administrator designee. Discussion and action will revolve around the Board's intent regarding this matter.  
**ACTION** – The Board will approach DSHS and offer guidance in determining what constitutes a qualified administrator under their rules. There are currently no guidelines within their administrative procedures outlining what qualified means.
- Certification from American College of Health Care Administrators (ACHCA) – Kendra
  - WAC 246-843-230(2)(d) allows certification through ACHCA to waive the submission of a college degree transcript when an applicant applies for endorsement. This may allow administrators with no college degree to obtain licensure. Discussion and action will revolve around the Board's intent regarding this matter.  
**ACTION** – The Board will open this rule and rescinding it at a later date.
- Fall/Winter NAB Conference in Charleston, S.C.  
**ACTION** – Susan Quigley will attend on behalf of the Board.

## 8. Executive Session - Regular meeting adjourned at 11:45

- The Executive Session is that part of a regular or special meeting that is closed to the public.

## 9. Closing